

Add a New User Record

New user records are normally created by a data feed. However, there are occasions when you may need to add a new user record through the AgLearn User Management menu. For example, contractors that do not have an eAuthentication account and no access to computer systems but are required to take mandatory training, must have the completion of that training recorded in AgLearn. However, if the person **will** receive an eAuthentication account in the near future (such as new employees), **do not use this procedure**, but simply wait until after the eAuthentication account has been established and the AgLearn account has been created to record mandatory training completion. If you have any questions about this procedure, contact Team AgLearn.

Step	Activity	View
1.	From the Admin Home Page, click User Management .	
2.	Click Add New .	
3.	Enter a User ID. Note: For Contractors, create a User ID using the following naming convention: CTR+First Initial+Last Initial+Month of entry + Day of entry+Year of entry. For example, Contractor John Smith, entered on June 5, 2008 would have a User ID of CTRJS060508 .	
4.	Enter a last name, first name and middle initial if desired.	
5.	Enter a valid domain name for the user. Be sure to use ALL CAPS. Note: If you are not sure of the exact spelling of the domain or sub-domain, click the magnifying glass icon to search for the domain.	
6.	Click the Emp Type drop-down list to select the employee type. Note: For contractors who will need to have their mandatory training tacked, select Contract .	
7.	Enter the user's email address.	
8.	Click Add . Note: Once the record has been added, you can use the Learning Event Recorder to record training for this user.	